Module 9

Non-Appropriated Fund (NAF)
Using the Modern DCPDS

Module Overview

Purpose   This module introduces the information you need to process actions for Non-Appropriated Fund (NAF) Employees. Currently, the modern Defense Civilian Personnel Data System (DCPDS) only includes NAF employees serviced by Army and Air Force.

Module Contents

Module Overview, Continued

Module Contents (continued)

Module Overview, Continued

See Also 👓	Module 1, Fundamentals of the Modern DCPDS Module 2, Position Management and Classification Using the Modern DCPDS Module 3, Processing Requests for Personnel Actions Using the Modern DCPDS Module 4, Staffing Using the Modern DCPDS

Before You Begin	• The format for processing NAF actions is the same as processing Appropriated Fund employee actions, except a different RPA is used. • All the fundamentals of the system as explained in Module 1, Fundamentals of the Modern DCPDS, apply to NAF end-users; e.g., Logging On, Navigation List, Switching Your User Responsibility, Changing Your Password, etc. • Your system administrator will set up your access to the modern DCPDS and your responsibility or responsibilities.

Module Overview, Continued

Terms

Term	Definition
Responsibilities	Designation of your system privileges and access. A system administrator establishes your user account with one or more "responsibilities" assigned to access only those functions, forms, and data necessary to perform your duties. Example: CIVDOD NAF HR Manager and CIVDOD NAF Personnelist
Roles	Designation that describes each member's workflow activities within a routing group or groupbox. You can be assigned multiple roles in a routing group. ♦ **Example**: A user who can initiate RPAs might also be able to approve them. You can use workflow routing regardless of your role(s).

**NAF Categories of Responsibilities**

Categories of responsibilities include (but are not limited to):

- CIVDOD NAF HR Manager (Mass Actions)
- CIV DOD NAF PSEUDO Reports
- CIVDOD NAF Personnelist
- CIVDOD NAF Supervisor
- CIVDOD NAF Sys Admin
- CIVDOD SYSADM HR MANAGER
- CIV DOD SYSADMUN REGION GUI
- CIV DOD VSB Reports

Module Overview, Continued

**NAF
Personnelist
Navigation List**
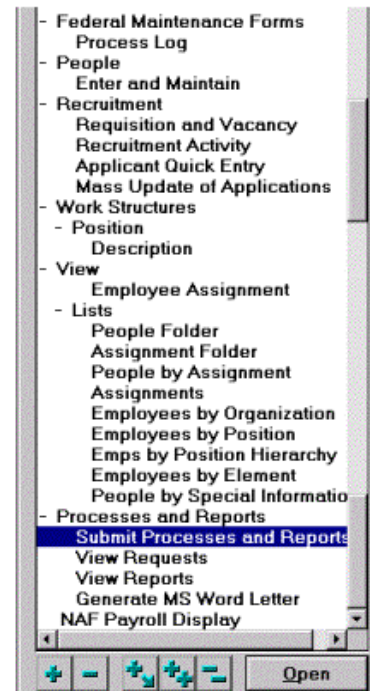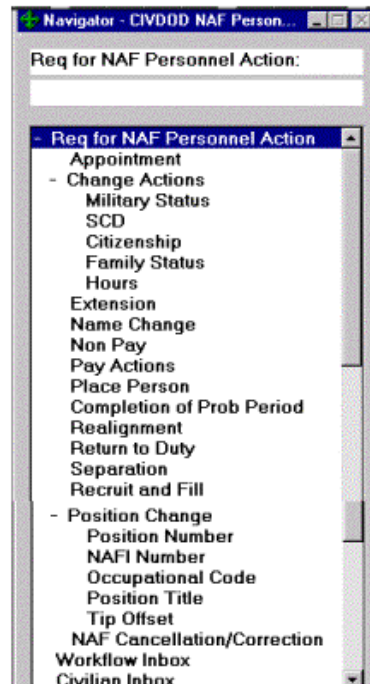
THIS PAGE LEFT INTENTIONALLY BLANK